



**MCLANE COMPANY, INC.
PRIVACY NOTICE FOR TEAMMATE APPLICANTS**

Effective Date: September 15, 2020

1. What is this document and why should you read it?

McLane Company, Inc. and its subsidiaries (collectively, “McLane”, “we”, “us”, or “our”) holds and processes a wide range of information, some of which relates to you as an applicant for employment with our team. This Privacy Notice describes how we collect and process personal information about you in your capacity as an applicant for employment (whether permanent or temporary) with McLane. It also sets out details of how to contact us if you have any questions regarding the personal information collected about you.

In this context, **personal information** generally means information from which you are identifiable or can be identified (e.g. your name, address, contact information, etc.), or other information about you that can be linked to you. In addition, **processing** means any activity relating to personal information, including, by way of example, collection, storage, use, consultation, disclosure, sharing and transmission.

In summary, we collect personal information about you in order to consider your application for employment. If you do not provide information that is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application.

If you visit our offices for an interview, you will be asked in to sign in as a visitor. You may obtain a copy of our Facility Access Privacy Notice at www.mclaneco.com/facilityaccess.

If you are successful in your job application and are hired as a McLane teammate, we will continue to hold the personal information you provided during the recruitment process, and you will be given a copy of McLane’s Teammate Privacy Notice.

Please be advised that both the Facility Access Privacy Notice and the Teammate Privacy Notice may contain provisions that are different from the provisions set forth in this Notice.

2. What types of personal information do we collect and where do we get it from?

The personal information about you that we collect includes information like your name, address, education history, work history, and race/ethnicity. Please see the chart below for more details.

We will typically collect personal information from you, either directly (for example, when you complete your online application, or when you provide follow-up information to us by phone or email) or through your interaction with our information technology resources.

We may also collect personal information about you from third-parties (that is, individuals and organizations that are not part of McLane). These third-parties may include recruiting agencies and online recruiting platforms and referees. In addition, we may obtain it from some public sources, such as publicly available directories and online resources.

The personal information about you that we collect includes information within the below categories. These categories also represent the categories of personal information that we have collected over the past 12 months. Note that the categories listed below are defined by California state law. Inclusion of a category in the list below indicates only that we may collect some information within that category. It does not necessarily mean that we collect all information listed in a particular category.

Category	Source	Purpose of Processing	Disclosed for a Business Purpose in Last 12 Months?	Types of Third Parties With Whom Shared
<p>Personal identifiers. Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to help determine whether to extend an offer of employment (including verifying your right to work). This information may also be necessary to comply with our legal obligations.</p> <p>If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.</p>	<p>Yes</p>	<p>Service providers</p>
<p>Information About You. Information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including, but not limited to, your name, signature, social security number, identifying information about any relatives you have who work for McLane, physical characteristics or descriptions, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to help determine whether to extend an offer of employment (including verifying your right to work). This information may also be necessary to comply with our legal obligations.</p> <p>If you are required to travel to us to interview, we may use a subset of this information to arrange your travel.</p>	<p>Yes</p>	<p>Service Providers</p>
<p>Characteristics of classes protected under federal or California law, including: familial status, disability, sex, national origin, religion, color, race, sexual orientation, gender identity and gender expression, marital status, veteran status, medical condition, ancestry, source of income, age, or genetic information.</p>	<p>This information is collected directly from you or from our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to comply with our legal obligations, and or to determine any accommodations you may require to perform the essential functions of your job.</p>	<p>Yes</p>	<p>Service providers</p>

Category	Source	Purpose of Processing	Disclosed for a Business Purpose in Last 12 Months?	Types of Third Parties With Whom Shared
Professional or employment-related information.	<p>This information is collected directly from you or through our service providers.</p> <p>We may also collect it from publicly available job or professional networking sites on which you post this information.</p>	<p>This information is necessary to help determine whether to extend an offer of employment</p>	<p>Yes</p>	<p>Service providers</p>

3. Who do we share personal information about you with, and why?

The broad classes of third parties to which we may transfer personal information about you include: recruiting agencies and online recruiting services; immigration and travel agents; relocation consultants; lawyers; Human Resources, benefits and compensation consultants; background check vendors with whom we have contracted; drug-testing facilities that conduct pre-employment drug testing; and, for driver applicants, the Department of Transportation for purposes of validating your driving history. We also transfer some personal information about you to governmental authorities (including tax authorities and the Equal Employment Opportunity Commission) where required by, or in order to comply with, applicable statutory and regulatory obligations.

Note that where we have a relationship with another business (particularly when we use a third party recruiting agency or online recruiting platform), any personal information provided as part of your job application with McLane will also be processed by them (and potentially their own third-party providers).

From time to time, we may also be required to provide your personal information to other persons, such as in the event we sell any business or assets (in which case we may disclose your personal information to the prospective buyer of such business or assets) or if we, or substantially all of our assets, are acquired by a third party (in which personal information held by us about you will be one of the transferred assets) or if we are required to disclose your personal information in connection with any legal proceedings or requirements (such as to our lawyers, government agencies, courts or tribunals).

Finally, we may also be required to provide your personal information to Berkshire Hathaway, Inc. (McLane's parent company), its subsidiary corporations, or their authorized representatives, including but not limited to auditors contracted by Berkshire Hathaway, Inc. to audit McLane's business operations and/or third parties.

We do not and do not intend to sell personal information about you, as defined under California state law. We also have not done so for the last 12 months. In addition, we do not share the personal information with third parties for their direct marketing purposes.

We will endeavor to ensure that all non-governmental third parties to which we transfer personal information about you agree, as part of their contract with us, to treat personal information about you in accordance with applicable privacy laws.

4. Where do we keep personal information about you and for how long do we keep it?

We store personal information about you in physical files or on computer systems operated by or under the instruction of McLane, and/or in hard copy form at our premises or at off-site storage locations leased to McLane. We will maintain personal information about you for as long as necessary in connection with both our and your legal rights and obligations, and in accordance with our Records Retention Schedule. We will delete personal information about you in accordance with our Records Retention Schedule.

5. How do we keep personal information about you secure?

We have reasonable measures in place to prevent personal information from being accidentally lost, used, or accessed in an unauthorized way. We limit access to personal information to those who have a business need for such access. Those individuals who process personal information on our behalf may do so only in an authorized manner. They are also subject to a duty of confidentiality. We have policies in place that regulate how employees within McLane must handle information, including personal information. We limit access to our premises and to our computer networks, and we take reasonable steps to safeguard against unauthorized access to such premises and networks. We have procedures in place to manage any suspected information security breach and will notify you and any applicable regulator of an information security breach consistent with legal requirements.

6. What are your rights in relation to personal information about you and how can you exercise them?

Effective January 1, 2021, depending on where you live, your current jurisdiction and applicable data protection laws, and subject to any relevant restrictions/exemption, you may be entitled to all or some of the rights described below regarding your personal information, subject to certain conditions and limitations. Only those rights relevant in your jurisdiction will apply. We may, however, choose to offer these rights, even if we are not required to under applicable law.

- *Right to Know* – You may be entitled to request that we disclose to you personal information we have collected about you, the categories of sources from which we collected the information, the purposes of collecting the information, the categories of third parties with whom we have shared the information, the categories of personal information that we have shared with third parties for a business purpose, the categories of information sold, and the categories of third parties information is sold to. In some instances, you may have the right to receive the information about you in a portable and readily usable format. Before providing any of this information, we must be able to verify your identity.
- *Right to Opt-Out* – You may have the right to opt-out of information sharing that constitutes a “sale” of personal information under California law.
- *Right to Deletion* – Subject to certain conditions, you may be entitled to request that we delete personal information about you. Before deleting information, we must be able to verify your identity. We will not delete personal information about you when the information is required to fulfill a legal obligation, is necessary to exercise or defend legal claims, or where we are required or permitted to retain the information by law. For example, we cannot delete information about you while continuing to provide you with certain products and services or where we are legally required to retain certain information.

If you chose to exercise any of these rights, to the extent that they apply, state law prohibits us from discriminating against you on the basis of choosing to exercise your privacy rights.

Please note that under California law, we are only obligated to respond to personal information requests from the same consumer up to two times in a 12-month period. In addition, under California law, and for the protection of your personal information, we may be limited in what personal information we can disclose.

Before providing information you request in accordance with these rights, we must be able to verify your identity. In order to verify your identity, you will need to submit information about yourself, including but not limited to your name, residency information, contact information and teammate identification number. We will match this information against information we have previously collected about you to verify your identity and your request (for example, we may send a verification code to your email or cell phone number on file). If we are unable to verify your identity as part of your request, we will not be able to satisfy your request. We are not obligated to collect additional information in order to enable you to verify your identity. For deletion requests, you will be required to submit a verifiable request for deletion and then to confirm separately that you want personal information about you deleted.

If you would like to appoint an authorized agent to make a request on your behalf, you must provide the agent with written, signed permission to submit privacy right requests on your behalf, or provide a letter from your attorney. The agent or attorney must provide this authorization at the time of request.

Note that we may require you to verify your identity with us directly before we provide any requested information to your approved agent.

Information collected for purposes of verifying your request will only be used for verification.

If you wish to exercise any of your rights, please call 1-866-562-4919.

7. Changes to this Privacy Notice

We may change this Notice at any time. The Notice, and any updates to the Notice, will be loaded onto our Applicant Tracking System where you completed your online application. It will also be posted on www.mclanecareers.com and www.jobs.mclanecareers.com. The date the Notice was last revised will appear at the top of the page.

8. Where can you find out more?

If you have any questions, concerns, complaints or suggestions regarding our Notice or the personal information collected about you, please call 1-866-562-4919.